



Vacancy Announcement Board

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DEPARTMENT OF THE ARMY

Vacancy Announcement Number: WTEU05505769A

Opening Date: September 06, 2005

Closing Date: September 20, 2005

Position: ADMINISTRATIVE SUPPORT ASSISTANT (OA), GS-0303-7
Salary: \$36,589 - \$47,566 Annual
Place of Work: USA WEST REG ROTC SR PROGRAM, 9TH BRIGADE HEADQUARTERS, FORT SHERIDAN, IL
Position Status: This is a Permanent position. -- Full Time
Number of Vacancy: 1

Click on links for more information

(Links on pages do not work, but they do work on the website, for information only)

Duties: Serves a focal point for receipt and review of incoming/outgoing taskings, projects, correspondence and other communications or materials such as policy, procedure or regulation changes. Reviews and interprets new directives and regulations and staff of changes. Prepares, develops internal policies, procedures and work methods affecting administrative management operations and ensures compliance through contact. Reviews and processes a variety of Cadre Personnel actions. Reviews and processes civilian award recommendations. Maintains a database of personnel information and produces various reports. Manages a sponsorship program and sends appropriate materials to inbound officers. Maintains an alpha roster, social roster, and evaluation suspense log. Arranges for visits with support personnel and selects date/time for visit, furnished only with destination and vague time period. Complies with established operating procedure for social engagements and specific protocol to be observed.

About the Position: "Employment with the Department of Army offers traditional and contemporary new benefits to employees such as health and life insurance, government matching retirement savings accounts, 12 paid holidays annually, a minimum of three weeks paid vacation, and health savings accounts."

Selection official: Brigade Commander

Who May Apply: (Click on Who May Apply)

- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Veterans eligible as 30% Disabled Veterans.
- Veterans' Recruitment Authority (VRA).
- Employment Program for People with Disabilities eligibles.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.
- Family member employees eligible under Executive Order 12721.
- Defense Civilian Intelligence Personnel System (DCIPS) eligibles.
- All Federal employees serving on a career or career-conditional appointment.
- Reinstatement eligibles.
- NAF/AAFES Interchange Agreement eligibles.

Qualifications: Click on link below to view qualification standard.

General Schedule

- Ability to interpret policy and procedures and serves as primary administrative support for processing military and civilian evaluations, awards, and other personnel actions.

- Typing - Any Grade: Qualified typist is required (40wpm).
- GS-07: One year of experience directly related to the occupation equivalent to at least the next lower grade level; or 1 full year of graduate level education or superior academic achievement; or equivalent combinations of experience and education.
- The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.
- One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.
- Must have 52 weeks of Federal service at the next lower grade (or equivalent).

Other Information: (Click on Other Information)

- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- Please note that active-duty military members are eligible to apply no earlier than 120 days before their separation or retirement date.
- Temporary Duty (TDY) travel is 20 percent.

Other Advantages: To find other information about Fort Sheridan: log on to www.fortsheridan.com

Other Requirements: (Click on Other Requirements)

- Personnel security investigation required.
- You will be required to provide proof of U.S. Citizenship.
- One year trial/probationary period may be required.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

How to Apply: (go to this website <http://www.cpol.army.mil/> click Employment)

- Resumes must be received by the closing date of this announcement.
- Self-nomination must be submitted by the closing date.
- Announcements close at 12:00 am (midnight) Eastern Time.
- Resume must be on file in our centralized database.
- Follow the instructions when applying for this vacancy announcement. Failure to do so will result in your application being rejected.

If your resume is currently in our central database, you may click here to [Self Nominate](#)

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

You may send your resume via surface mail to: Department of the Army, Central Resume Processing Center, 314 Johnson Street, Aberdeen Proving Ground, MD 21005-5283

Point of Contact: Central Resume Processing Center, Aberdeen Proving Grounds, MD, 410-306-0137,
applicanthelp@cpsrctp.belvoir.army.mil

THE DEPARTMENT OF DEFENSE IS AN EQUAL OPPORTUNITY EMPLOYER